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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| REQUESTER NAME | | | | |  | | | | | | | | DATE | | |  | | | |
| DEPARTMENT | | | | |  | | | | | | COLLEGE | |  | | | | | | |
| **Minnesota State System Procedure 5.11.1 Tuition and Fees, Part 5 defines acceptable fee types. See page 2.** | | | | | | | | | | | | | | | | | | | |
| COURSE PREFIX & #(S) | | | | | COURSE TITLE(S) | | | | | | | | | | | | | FEE AMOUNT | |
|  | | | | |  | | | | | | | | | | | | |  | |
| JUSTIFICATION | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| SEMESTER & YEAR TO START APPLYING FEE | | | | | CONTINUE APPLYING FEE TO FUTURE SEMESTERS? | | | | DEPOSIT FEES TO THIS  **STUDENT SERVICES/FEES**  COST CENTER | | | | | OBJECT CODE | | | CREATE A STUDENT SERVICES/FEES COST CENTER FOR THIS PREFIX/DEPARTMENT | | |
|  | | | | | YES | NO | | | |  | | | | | 9151 | | | YES | NO | | |
| **ESTIMATED REVENUE**  Fee x  # of students | | ESTIMATED EXPENDITURES | | | | | | | | | | | | | | | | | |
| Materials retained by students | | | | Costs for student travel | | | | Equipment lease or rental | | Facility Rental | | | Other | | | | **TOTAL ESTIMATED EXPENDITURES** |
|  | |  | | | |  | | | |  | |  | | |  | | | |  |
| APPROVALS | | | | | | | | | | | | | | | | | | | |
| DEPT CHAIR | | |  | | | | | | | | | | | DATE | |  | | | |
| DEAN | | |  | | | | | | | | | | | DATE | |  | | | |
| PROVOST/VP | | |  | | | | | | | | | | | DATE | |  | | | |
| ACADEMIC AFFAIRS WILL FORWARD FORM TO [BUSINESSOFFICE@BEMIDJISTATE.EDU](mailto:BUSINESSOFFICE@BEMIDJISTATE.EDU) | | | | | | | | | | | | | | | | | | | |
| **BUSINESS SERVICES COMPLETES THE SECTION BELOW** | | | | | | | | | | | | | | | | | | | |
| **APPROVED | DENIED** | | | | | | | | FEE CURRENTLY CHARGED  (if applicable) | | | | | |  | | | | | |
| SEMESTER & YEAR  THE NEW FEE WILL BE IMPLEMENTED | | | | | | |  | | | | | | | COST CENTER | | |  | | |
| NOTES |  | | | | | | | | | | | | | | | | | | |
| BUSINESS OFFICE SIGNATURE | | | |  | | | | | | | | | | DATE | |  | | | |
| ADDITIONAL INFORMATION | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |

**Minnesota State System Procedure 5.11.1 Tuition and Fees**

**Part 5. Personal property charges, service charges, and assessments**  
Personal property charges, service charges, and assessments are authorized by the board and adopted at campus discretion.  Students may not be charged for consumable supplies related to instruction.

Individual personal property charges, service charges, and assessments shall be approved by the president. The approximate range or rate shall be available to students at the time of registration. A list of these charges shall be available to students upon request at each campus. Documentation of charge calculations must be maintained for audit purposes.

**Subpart A. Personal property charges**  
Personal property charges shall be for items that become the personal property of a student and have an educational or personal value beyond the classroom. These items may include, but are not limited to, tools, books, and materials retained by the student. It also includes official transcripts, identification cards, and replacement or additional diplomas.

**Subpart B. Service charges**  
Service charges shall be for services for or on the behalf of the student and may include:

1. Equipment, including purchases, special leases, or rentals as required by an institution or program. Situations requiring students to purchase or lease college- or university-wide technology shall be reviewed by the technology fee advisory committee and the campus student association(s) shall be consulted.
2. Special testing, including but not limited to, testing for counseling (e.g. career interest inventories, type indicators, etc.); occupational certification, licensure, or assessment; retesting of entry level assessment; and optional testing requested by the student. Students shall not be charged for initial entry assessment or required outcome assessment.
3. Other instructional services, such as:
   1. additional instructional costs not included in tuition but paid by the student to a vendor or auxiliary service (e.g. theater tickets, bowling lane rentals, green fees, ski lift tickets, etc.) may be a service charge if identified at the time of registration.
   2. costs of private lessons or services associated with a credit-bearing course (e.g. flight training, voice or instrument, art, etc.) may be charged in addition to tuition.
   3. electronic course materials, including online subscriptions but not including open educational resources (OER) materials.
4. Other non-instructional services provided to students such as legal services, health services, background checks, drug and alcohol screening, and insurance.
5. Actual course-related travel costs required for transportation, room, board and other expense.